FormCLIC User's Guide
(Electronic forms)
-OVINE-

You can use the same form for several types of declarations.
(Ex : 2 tag installations, 1 death, 3 purchases and 4 sales)

To create a form

If this is your first visit, you must create a new form by clicking on « File », then on « New Form ».

To activate lamb births

1- In the tab *Tagging declaration* , complete the following sections:

3.1   ATQ identifier number;
3.2   Site number where you keep the animal;
3.3   Animal's birth date;
3.4   Animal's sex.

2- To save your data:

Click on « Save » at the top left of the screen;
Click on OK ;

Click on « Generate File » at the top left of the screen;
Click on OK ;
Finally, click on Oui ;

3- To send your data to ATQ over the Internet: ensure that you are connected to the Internet, then click on Send .

Using an electronic tag reader

You can complete section 3.1 in tabs « *Tagging declaration* and *Animal Movement/death declaration* » either manually using the keyboard or by importing the data from the electronic tag reader.

To do this :

- Select « Reader » at the top left of the screen;
- followed by – « Import identifiers from the reader to the events grid », while you are doing your tag installation report;
OR
- « Import identifiers from the tag reader to the Movement/Death Declaration », when you are declaring your purchases, sales or animal deaths.

Once the form has been properly saved by clicking on , you may then erase the tag numbers from the stick reader's memory by clicking on « Reader », then on « Empty the reader memory».

Please note that **FormCLIC** is compatible with a number of electronic tag readers. If you have difficulties importing the tag numbers, you should check carefully that the reader is turned on.

You may contact the ATQ Customer Service Department to obtain assistance when using the program, by phoning 1-866-270-4319.

To replace a tag

1- In the tab *Tagging declaration*, complete the following sections:

    3.1   ATQ identifier number;
    3.2   Site number where the animal is kept;
    3.5   Original identifier number (ATQ number of the lost tag).

2- To save your data:

Click on « Save » at the top left of the screen;

Click on [OK];

Click on « Generate File » at the top left of the screen;

Click on [OK];

Finally, click on [Oui];

3- To send your data to ATQ over the Internet:

Ensure that you are connected to the Internet, then click on [Send].

Activation of animals originating from outside Quebec

1- In the tab *Tagging declaration*, complete the following sections:

    3.1   Animal's tag number;
    3.2   Site number where the animal is kept:
    3.3   Animal's date of birth;
    3.4   Animal's sex;
    3.5   Indicate the number of any other identifier on the animal (Kurl lock, tattoo, etc);
    3.6   Check the box and complete section 2.
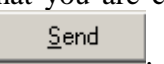
2- To save your data:

Click on « Save » at the top left of the screen;

Click on [OK];

Click on « Generate File » at the top left of the screen;

Click on [OK];

Finally, click on [Oui];

3- To send your data to ATQ over the Internet: ensure that you are connected to the Internet, then click on [Send].

Reception of animals from within Quebec

1- In the tab *Movement/death declarations:*

Insert your exploitation site number **above** column 3.6.

Complete the following sections:

3.1 ATQ Identifier number;
3.2 Insert the date the animal entered your site;
3.3 Double-click on the *Origin* box to indicate the reception of an animal;
3.6 Insert the site number where the animal came from. If this site number is unknown, complete Section 2.

2- To save your data:

Click on « Save » at the top left of the screen;

Click on ;

Click on « Generate File » at the top left of the screen;

Click on ;

Finally, click on ;

3- To send your data to ATQ over the Internet: ensure that you are connected to the Internet, then click on .

Reception of animals from another province

1- In the tab *Movement/death declarations:*

Insert your exploitation site number **above** column 3.6.

Complete the following sections:

3.1 Federal electronic identifier number;
3.2 Insert the date the animal entered your site;
3.3 Double-click on the *Origin* box to indicate the reception of an animal; complete Section 2.

2- To save your data:

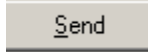Click on « Save » at the top left of the screen;

Click on ;

Click on « Generate File » at the top left of the screen;

Click on ;

Finally, click on ;

3- To send your data to ATQ over the Internet: ensure that you are connected to the Internet, then click on .

Shipping animals out of your enterprise

1- In the tab *Movement/death declarations:*

Insert your exploitation site number **above** column 3.6.

Complete the following sections:

3.1 ATQ Identifier number;
3.4 Insert the date the animal left your site;
3.5 Double-click on the *Destination* box to select the exit of an animal;
3.6 Insert the site number of the animal's destination. If this site number is unknown, complete Section 2.

2- To save your data:

Click on « Save » at the top left of the screen;
Click on [OK] ;

Click on « Generate File » at the top left of the screen;
Click on [OK] ;
Finally, click on [Oui] ;

3- To send your data to ATQ over the Internet:

Ensure that you are connected to the Internet, then click on [Send] .

To obtain additional information when completing a form

At any time, you can obtain additional helpful hints on the section you are completing by holding your cursor on a cell in the column, in order to display some further information.

Death of an animal

1- In the tab *Movement/death declarations:*

Insert your exploitation site number **above** column 3.6.

Complete the following sections:

3.1 ATQ Identifier number;
3.4 Insert the date of the animal's death;
3.8 Double-click on the box to select the death of an animal.

2 To save your data:

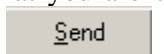Click on « Save » at the top left of the screen;
Click on [OK] ;

Click on « Generate File » at the top left of the screen;
Click on [OK] ;
Finally, click on [Oui] ;

3- To send your data to ATQ over the Internet:

Ensure that you are connected to the Internet, then click on [Send] .

Do not forget to send your data to ATQ!

If you require any further information, please do not hesitate to contact our Customer Service Department at (450) 677-1757 or 1-866-270-4319 (toll free), Monday to Friday from 7:30 am to 4:30 pm.